

EMERGENCY PREPAREDNESS RESOURCES

http://westpas.org/course_docs.html and download the “Pocket Response Plan for Collections”

<http://www.nedcc.org/free-resources/disaster-assistance>

<http://www.loc.gov/preservation/emergprep/>

<http://www.dplan.org>

http://www.youtube.com/watch?feature=player_detailpage&v=zcnA_Cq_Csk#t=19s

“Salvage at a Glance” , used by permission of **Betty Walsh**, Archival Conservator

Order on a plastic coated poster from:

Donna Williams

WAAC Fulfillments

Williams Art Conservation, Inc.

6234 Afton Place

Los Angeles, CA 90028

(323) 462-2346

Fax: (323) 462-2394

fulfillments@waac-us.org

OR, order disaster recovery wheel from www.heritagepreservation.org

PLACE THE WHEEL OR SALVAGE AT A GLANCE IN A LARGE PLASTIC BOX WITH THE FOLLOWING SUPPLIES, MOST PURCHASE FOR \$1 PER ITEM.

paper towels

masking tape

duct tape

plastic bags

2 large sponges

bucket

scissors

flashlight

light sticks

extra batteries

10 dust masks

clothesline

clothespins

1 roll plastic sheeting

disposable gloves
heavy duty gloves
2 dozen pencils
2 black permanent markers
lined paper pad
disposable camera
rubber boots
hard hats
vest with pockets
plastic aprons

Save Your Collections by setting priorities:

1. legal documents
2. personal records
3. shelf lists if not electronic
4. items on loan from other institutions
5. rare items
6. no electronic back up
7. no duplicates

Important to train students and staff to watch and report damage.

Update list frequently, asses after an incident.

Use your senses to assess damage, first 48 hours critical, then you might smell mold.

And, in case of a shooting OR terrorist incident...

If you hear, "Lockdown" over the intercom or an administrator announces the Lockdown in person, please immediately adhere to the following procedures:

1. Campus administrators will announce lockdown procedures by campus intercom system.
2. Direct all students, staff, and visitors into a classroom or office space.
3. Lock doors, cover windows, or lower blinds.
4. Block all doors with desk/shelf or anything that can create some barricade between the door and intruder.
5. Move individuals away from windows, doors; Turn off lights and computer monitors. Keep

everyone quiet as possible.

6. Turn off all cell phones in the room, a light on your screen could give you away.
7. Remain in sheltered area until "All Clear" signal is given by law enforcement or administrators.
8. Note and report anyone missing to the Site Commander.